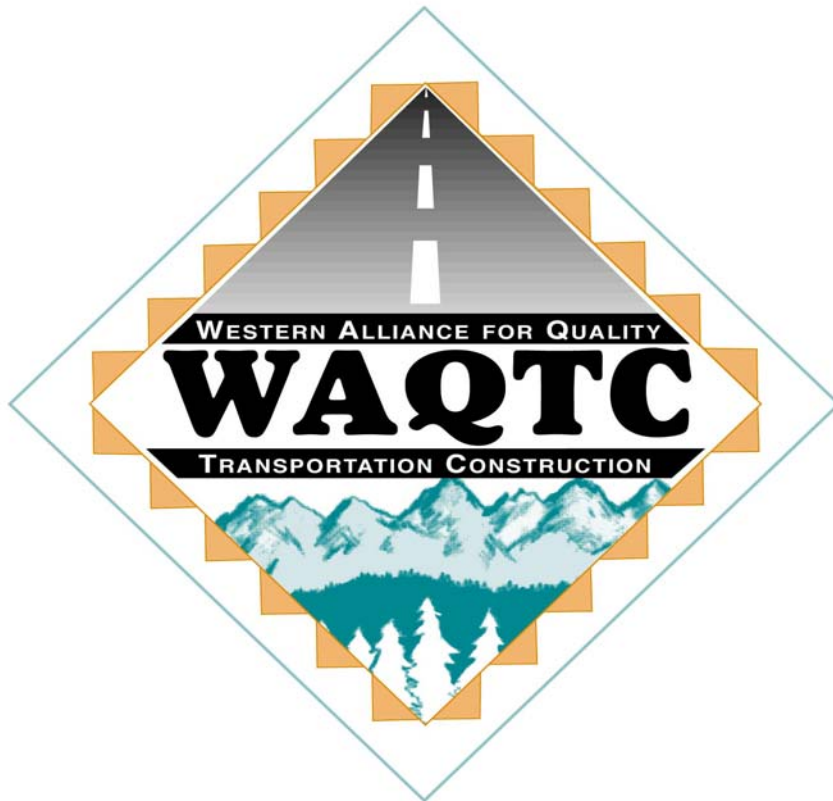


**Transportation Technician  
Qualification Program**

**Registration,  
Policies, and Information  
Handbook**



REVISED:  
JANUARY 2004  
ITD

## ABOUT THIS HANDBOOK

The Registration, Policies, & Information Handbook (RP&IH) is intended to be a guidance document for the technician or laboratory for the Transportation Technician Qualification Program (TTQP) and the Laboratory Qualification Program (LQP) policies and procedures. It is, however, the responsibility of the technician to remain up to date on all matters pertaining to the program. If you have questions about either program, contact the appropriate Agency person listed in this Handbook.

### MISSION STATEMENT OF THE WESTERN ALLIANCE FOR QUALITY TRANSPORTATION CONSTRUCTION

Provide leadership in the pursuit of continuously improving quality in transportation construction.

Through our partnership we will:

- promote an atmosphere of trust, cooperation, and communication between government agencies and with the private sector
- assure qualified personnel, and
- respond in a unified and consistent manner to identified quality improvement needs and new technologies that impact the products that we provide

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Requests for permissions should be directed to:

Michael San Angelo WAQTC Executive Committee Chairman  
Alaska Department of Transportation & Public Facilities  
5750 East Tudor Road  
Anchorage, Alaska 99507

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## **LIST OF ABBREVIATIONS**

ADOT	Arizona Department of Transportation
AgTT	Aggregate Testing Technician
AKDOT & PF	Alaska Department of Transportation & Public Facilities
AQC	Agency Qualification Committee
AsTT	Asphalt Testing Technician
CDOT	Colorado Department of Transportation
CFLHD	Central Federal Lands Highway Division
CTT	Concrete Testing Technician
DTT	Density Testing Technician
EBTT	Embankment & Base Testing Technician
FHWA	Federal Highway Administration
HDOT	Hawaii Department of Transportation
ITD	Idaho Transportation Department
LQP	Laboratory Qualification Program
MDT	Montana Transportation Department
NDOT	Nevada Department of Transportation
NMSHTD	New Mexico State Highway and Transportation Department
ODOT	Oregon Department of Transportation
QAC	Qualification Advisory Committee
RP & IH	Registration, Policies & Information Handbook
UDOT	Utah Department of Transportation
TTQP	Transportation Technician Qualification Program
WAQTC	Western Alliance for Quality Transportation Construction
WFLHD	Western Federal Lands Highway Division
WSDOT	Washington Department of Transportation



# **WESTERN ALLIANCE FOR QUALITY TRANSPORTATION CONSTRUCTION (WAQTC)**

## **INTRODUCTION**

The Western Alliance for Quality Transportation Construction (WAQTC), is comprised of the Western States of Alaska, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, and Washington, the Western & Central Federal Lands Highway Division (WFLHD & CFLHD) of the Federal Highway Administration (FHWA), and the Federal Highway Administration. This organization is dedicated to improving the quality of the transportation products and services that we provide. To initiate quality improvement the WAQTC has implemented a **Transportation Technician Qualification Program (TTQP)** and a **Laboratory Qualification Program (LQP)**<sup>1</sup>. The TTQP currently consists of instruction and Qualification, in field materials testing procedures that are agreed to by WAQTC members, in a number of technical areas relating to transportation construction. This program is prescribed to meet, in part, the requirements of The Code of Federal Regulations 637, Subpart B - Quality Assurance Procedures for Construction. It is anticipated that the WAQTC will provide training and Qualification in additional disciplines in the future.

## **PURPOSE OF THE TTQP AND LQP**

The purpose of this Qualification program is to provide improved quality in the transportation products that we provide. One means of accomplishing this is by ensuring that individuals have demonstrated abilities to engage in quality control or quality assurance activities in transportation construction work that is under the jurisdiction of contracting Agencies that are members of the WAQTC, and that laboratories that perform Agency work meet an acceptable level of performance. Unless otherwise specified in the contract documents all WAQTC members that are contracting Agencies will require that technicians who perform Agency contract work will have successfully completed the Transportation Technician Qualification Program, and laboratories that perform sampling and testing on Agency projects will have been Qualified by the Laboratory Qualification Program in their respective States.

## **TTQP OBJECTIVES**

- To provide highly skilled, knowledgeable materials sampling and testing technicians
- To promote uniformity and consistency in testing
- To provide reciprocity for Qualified testing technicians between participating Agencies
- To create a harmonious working atmosphere between public and private employees based upon trust, open communication, and equality of Qualification

## **DEFINITION OF QUALIFICATION (QUALIFIED)**

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<sup>1</sup>The TTQP and the LQP are affiliate extensions of the WAQTC. Whenever TTQP or LQP is used in this document, it is assumed that WAQTC precedes the reference in the text.

Within the context of this guide and program the term ***Qualification*** is defined as the end product for someone who has successfully met the requirements, as defined elsewhere in this guide, in one of the technical areas in which WAQTC offers such credentials. These are solely credentials as defined by WAQTC and establishes that the recipient has demonstrated a required level of knowledge and is eligible to perform work on certain transportation projects under the jurisdiction of the member contracting Agencies or others that utilize this program. This definition does not in any way suggest an affiliation with any national or other organization that provides for similar credentials, or accredits organizations to provide for similar credentials, in any like areas to those that are included in the WAQTC program.

### **Who must be Qualified?**

All persons responsible for sampling of materials and performing and reporting on tests, in any of the technical areas in which Qualifications are offered, as defined elsewhere, on any project under the jurisdiction of one of the WAQTC contracting Agencies must be Qualified, unless otherwise designated in the contract documents for that project. Qualification may be granted only after successfully completing the requirements of this program. “Grandfathering” or “exceptions” to the TTQP, other than as noted in the Concrete Qualification, will not be granted.

### **Qualification Reciprocity**

Technicians must successfully complete all requirements of a Qualification area to be considered Qualified by the TTQP in that area. A person completing these requirements, and holding a valid Qualification, will then be considered Qualified to perform those specific sampling and testing functions, only, falling under that Qualification in any participating Agency of the WAQTC. Although the technician is considered Qualified in that area by all Agencies for the defined test methods, there may be additional Agency specific tests and contract administration or quality assurance procedures, not specifically covered in the TTQP Qualification, that the technician will be required by that Agency to show proficiency in. The technician should be aware that, non-WAQTC Agencies may or may not accept any of these Qualifications. Each individual should verify specific Agency requirements prior to seeking employment.

If an Agency does not require a technician to successfully complete the examination requirements for all test methods contained under a Qualification module, as defined in this manual, that person will not be considered Qualified under the TTQP in that module. A technician must successfully complete the additional exam requirements prior to obtaining WAQTC-wide Qualification. Any Qualification obtained in this manner will expire, on the last day of the month in which the initial exam portion was successfully completed, three (3) years after that initial exam.



## **Disclaimers**

Qualification of an individual by the TTQP indicates only that the individual has demonstrated a certain level of competence on a written and/or performance examination in a selected field of activity. Members of the WAQTC that are also contracting Agencies may require this Qualification of individuals performing activities specified in work contracts or other activities. Each individual or organization utilizing Qualified individuals must make its own independent judgement of the overall competence of Qualified individuals. The WAQTC specifically disclaims any responsibility for the actions, or the failure to act, of individuals who have been Qualified through the TTQP.

## **CANDIDATES WITH DISABILITIES**

Persons with disabilities and those who have special needs should notify the TTQP representative at the time of registration so that appropriate accommodations can be made.

## **WAQTC AND TTQP COMMITTEES AND RESPONSIBILITIES**

### **WAQTC EXECUTIVE COMMITTEE**

The Executive Committee is comprised of at least one representative of each of the member Agencies of the WAQTC. This committee is responsible for the mission, objectives, structure, and policy decisions, etc., of the WAQTC as well as all final decisions concerning the operation of the TTQP, LQP, or other such programs as may be undertaken by the WAQTC in the future. Operational guidance for this committee can be found in the WAQTC Bylaws.

### **QUALIFICATION ADVISORY COMMITTEE**

The Qualification Advisory Committee (QAC) is a subcommittee of the WAQTC that has the principal task of overseeing the regional TTQP and the LQP. The QAC acts in an advisory capacity to the WAQTC Executive Committee and reports directly to them. The QAC reviews the program and suggests changes or updates and ensures that the program continues to meet the highest standards. Additional information is contained in the TTQP Operating Agreement.

### **AGENCY QUALIFICATION COMMITTEE**

The Agency Qualification Committee (AQC) is a recommended Agency level committee that is responsible for oversight of the TTQP or LQP within the Agency to ensure a region wide consistency in the implementation of the program. The Chairman of the committee is an Agency employee. The type, size, and makeup of the committee is the Agency's discretion. Members of the AQC are knowledgeable in the administrative procedures of the TTQP. The AQC may provide comments and suggestions to the QAC, may review, compile, and provide comments obtained from the course evaluations to the QAC, may hear and act on allegations of technician misconduct, or may act upon other such matters required for the efficient operation of the program within the Agency.

## AGENCY REPRESENTATIVES AND CONTACT POINTS

### WAQTC Executive Committee

Michael San Angelo- AKDOT&PF	Mark Elicegui - NDOT
- ADOT	John Tenison – NMSHTD
Richard Duval - CFLHD	Jeff Gower - ODOT
Tim Aschenbrener - CDOT	Tim Beil - UDOT
Garret Okada - HDOT	Tom E. Baker- WSDOT
Jeff Miles - ITD	Howe Crockett - WFLHD
Garth Newman - ITD	Bernie Kuda- FHWA Western Resource Ctr.
Kent Barnes - MDT	

### TTQP Agency Contacts

<b>Alaska</b>	Robert Lewis Phone: (907) 269-6214	<b>Nevada</b>	Mark Elicegui Phone: (775) 888-7460
<b>Arizona</b>		<b>New Mexico</b>	John Tenison Phone: (505) 827-9811
<b>CFLHD</b>	Richard Duval Phone: (303) 716-2188	<b>Oregon</b>	Sean Parker Phone: (541) 686-7976
<b>Colorado</b>	Alan Hotchkiss Phone: (303) 512-4043	<b>Utah</b>	Troy Peterson Phone: (801) 965-3814
<b>Hawaii</b>	Garret Okada Phone: (808) 832-3553	<b>Washington</b>	Tom E. Baker Phone: (360) 709-5401
<b>Idaho</b>	Garth Newman Phone: (208) 334-8039	<b>WFLHD</b>	Brad Neitzke & Howe Crockett Phone: (360) 696-7725 or 7750
<b>Montana</b>	Jeffery Rayman Phone: (406) 444-5784		

### Agency Qualification Committee Members

Garth Newman ITD CHAIRMAN (208) 334-8039	Jeff Miles ITD (208)334-8439	Barry Bragg ITD (208)886-7842
Ed Gray ITD (208) 772-1227	Mike Merhar Terracon (208)323-9520	

**WAQTC Web Site:** [www.WAQTC.org](http://www.WAQTC.org)

Current course or qualification information, Qualified Technician and Testing Laboratory Registries, updates, and other useful information can be accessed at this address or by contacting the respective Agencies at the listed numbers.

## FIELD MATERIALS TESTING QUALIFICATIONS

Aggregate Testing Technician (AgTT)  
Asphalt Testing Technician (AsTT)  
Concrete Testing Technician (CTT)  
Density Testing Technician (DTT)  
Embankment and Base Testing Technician (EBTT)

### QUALIFICATION PROCESS

A technician (**Sampler/Tester**) may become Qualified **in Idaho** by either of the following methods:

#### METHOD 1

- Meet any applicable prerequisites for obtaining the Qualification.
- Forward the registration form, Rights and Responsibilities Agreement, documentation of applicable prerequisites, and any applicable fee to ITD (according to ITD's specific guidance) to secure a position in an upcoming course and examination.
- Attend the appropriate Qualification course in its entirety.
- Successfully pass the written and performance examinations.

#### METHOD 2

*If a person is confident of their knowledge and experience in a Qualification subject area he/she may become Qualified in that area, without attending a Qualification course, upon successfully completing the written and performance examination requirements as defined under each Qualification section. This alternate method of obtaining Qualification is subject to the limitations set forth elsewhere in this document.*

- Meet applicable prerequisites for obtaining the Qualification.
- Forward the registration form, Rights and Responsibilities Agreement, documentation of applicable prerequisites, and any applicable fee to ITD to secure a position in an upcoming examination.
- Successfully pass the written and performance examinations.

## **TTQP AGGREGATE QUALIFICATION PROCESS FOR MATERIALS TESTING TECHNICIANS**

Aggregate Qualification is designed for those individuals responsible for field sampling and testing of aggregate for bases, bituminous mixes, or Portland cement concrete. Participants include contractor and supplier quality control personnel, consulting engineering and materials testing firm personnel, quality assurance technicians, and public agency personnel.

The Process for Qualifying in Aggregate:

- Meet the prerequisites. (see below)
- Pass the written and performance examinations.

Course Length: approximately 5 days

Course Size: 12-15 recommended

Prerequisites for being Qualified in Aggregate: None

Recommendation:

- The participant should exhibit basic mathematics and reading comprehension skills.

## TEST METHODS FOR AGGREGATE QUALIFICATION

<b>AASHTO/ WAQTC</b>	<b>PROCEDURE</b>	<b>TRAINING Classroom (C) Laboratory (L)</b>	<b>EXAM Written (W) Performance (P)</b>
T 2	Sampling of Aggregates	C	W, P*
T 248	Reducing Samples of Aggregate to Testing Size	C, L	W, P
T 27	Sieve Analysis of Fine and Coarse Aggregate	C, L	W, P
T 11	Materials Finer Than 75 $\mu\text{m}$ (No. 200) Sieve in Mineral Aggregates by Washing	C, L	W, P
T 255	Total Moisture Content of Aggregate by Drying	C, L	W, P
T 176	Plastic Fines in Graded Aggregates and Soils By Use of the Sand Equivalent Test	C, L	W, P
TP 61	Determining the Percentage of Fracture in Coarse Aggregate	C, L	W, P

\*The Examinee may either be asked to physically sample materials or may only be asked to explain the sampling process during this portion of the performance examination.

## **TTQP ASPHALT QUALIFICATION PROCESS FOR MATERIALS TESTING TECHNICIANS**

Asphalt Qualification is designed for those individuals responsible for field sampling and testing of Asphalt. Participants include contractor and supplier quality control personnel, consulting engineering and materials testing firm personnel, quality assurance technicians, and public agency personnel.

The Process for Qualifying in Asphalt:

- Meet the prerequisites. (see below)
- Pass the written and performance examinations.

Course Length: approximately 5 days

Course Size: 12-15 recommended

Prerequisites for being Qualified in Asphalt:

- The participant must hold a Nuclear Regulatory Commission Approved Certification (NRC) in Radiation Safety due to the operation of devices containing radioactive material.  
**(A copy must be included with registration submittal.)**

Recommendation:

- The participant should exhibit basic mathematics and reading comprehension skills.

## TEST METHODS FOR ASPHALT QUALIFICATION

AASHTO/ WAQTC	PROCEDURE	TRAINING Classroom (C) Laboratory (L)	EXAM Written (W) Performance (P)
T 168	Sampling Bituminous Paving Mixtures	C	W, P*
WAQTC TM-5	Reducing Samples of Hot Mix Asphalt to Testing Size	C, L	W, P
T 40	Sampling Bituminous Materials (methods 8 through 14)	C	W, P*
T-308	Determining the Asphalt Binder Content of Hot Mix Asphalt (HMA) by the Ignition Method	C, L	W, P
T 30	Mechanical Analysis of Extracted Aggregate	C, L	W, P
T 209	Theoretical Maximum Specific Gravity and Density of Bituminous Paving Mixtures	C, L	W, P
T 166/275	Bulk Specific Gravity of Compacted Bituminous Mixtures Using Saturated Surface-Dry Specimens/Paraffin-Coated Specimens ( <b>This is a combined field operating procedure</b> )	C, L	W, P
WAQTC TM 6	Determining Moisture Content of Bituminous Mixes	C, L	W, P
WAQTC TM-8	In-Place Density of Bituminous Mixes Using the Nuclear Moisture-Density Gauge	C,L	W,P

- \* The Examinee may either be asked to physically sample materials or may only be asked to explain the sampling process during this portion of the performance examination.

## **CONCRETE QUALIFICATION PROCESS FOR MATERIALS TESTING TECHNICIANS**

Concrete Qualification is designed for those individuals responsible for field sampling and testing of Portland cement concrete. Participants include contractor and supplier quality control personnel, consulting engineering and materials testing firm personnel, quality assurance technicians, and public agency personnel.

The Process for Qualifying in Concrete:

- Meet the prerequisites (see below)
- Pass the written and performance examinations **OR**
- Hold a valid ACI Certification in “Concrete Field Testing Technician Grade 1”  
Persons holding an ACI certification must submit a completed WAQTC Registration / Rights and Responsibility form (pages 19 & 20) and a copy of their ACI certificate to the AQC chairman. Upon approval, the requesting party will receive a WAQTC qualification number with an ACI-CFT designator.

Course Length: approximately 3 days

Course Size: 20-30 recommended

Prerequisites for being Qualified in Concrete: None

Recommendation:

- The participant should exhibit basic mathematics and reading comprehension skills.



## TEST METHODS FOR CONCRETE QUALIFICATION

<b>AASHTO/ WAQTC</b>	<b>PROCEDURE</b>	<b>TRAINING Classroom (C) Laboratory (L)</b>	<b>EXAM Written (W) Performance (P)</b>
WAQTC TM 2	Sampling Freshly Mixed Concrete	C	W, P*
T 309	Temperature of Freshly Mixed Portland Cement Concrete	C, L	W, P
T 119	Slump of Hydraulic Cement Concrete	C, L	W, P
T 152	Air Content of Freshly Mixed Concrete by the Pressure Method	C, L	W, P
T 121	Mass per Cubic Meter (Cubic Foot), Yield, and Air Content (Gravimetric) of Concrete	C, L	W, P
T 23	Making and Curing Concrete Test Specimens in the Field	C, L	W, P

\*The Examinee may either be asked to physically sample materials or may only be asked to explain the sampling process during this portion of the performance examination.

## **TTQP EMBANKMENT AND BASE QUALIFICATION PROCESS FOR MATERIALS TESTING TECHNICIANS**

Embankment and Base Qualification is designed for those individuals responsible for field sampling and testing of soils and soil aggregate mixtures. Participants include contractor and supplier quality control personnel, consulting engineering and materials testing firm personnel, quality assurance technicians, and public agency personnel.

The Process for Qualifying in Embankment and Base:

- Meet the prerequisites. (see below)
- Pass the written and performance examinations.

Course Length: approximately 5 days

Course Size: 12-15 recommended

Prerequisites for being Qualified in Embankment and Base:

- The participant must hold a Nuclear Regulatory Commission Approved Certification (NRC) in Radiation Safety due to the operation of devices containing radioactive material.  
**(A copy must be included with registration submittal.)**

Recommendation:

- The participant should exhibit basic mathematics and reading comprehension skills.

## TEST METHODS FOR EMBANKMENT AND BASE QUALIFICATION

AASHTO/ WAQTC	PROCEDURE	TRAINING Classroom (C) Laboratory (L)	EXAM Written (W) Performance (P)
T 99	Moisture-Density Relations of Soils Using a 2.5-kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop	C, L	W, P*
T 180	Moisture-Density Relations of Soils Using a 4.54-kg (10-lb) Rammer and a 457-mm (18-in.) Drop	C, L	W, P*
T 272	Family of Curves-One Point Method	C, L	W, P
T 224	Correction for Coarse Particles in the Soil Compaction Test	C, L	W
T 217	Determination of Moisture in Soils by Means of Calcium Chloride Gas Pressure Moisture Tester	C, L**	W
T 255/265	Total Moisture Content of Aggregate by Drying/Laboratory Determination of Moisture Content of Soils ( <b>This is a combined field operating procedure</b> )	C, L	W,P
T 85	Specific Gravity and Absorption of Coarse Aggregate	C, L	W, P
T 89	Determining the Liquid Limit of Soils	C, L***	W
T 90	Determining the Plastic Limit and Plasticity Index of Soils	C, L***	W
T-310	In-Place Density and Moisture Content of Soil and Soil Aggregate by Nuclear Methods	C,L	W,P

Note: Course work will also include field use of an Alaska T-12, Washington 606, Idaho T-74, or Western Federal Lands Highway Division HRBB-319 (Humphrys) curve.

- \* Participating WAQTC members will require a written and performance examination on one of these two methods, which may require that a technician seeking employment in another Agency may have to show proficiency in a different method also.
- \*\* The Instructor **may** demonstrate the procedure to participants in the lab, and participants may or may not be required to practice the procedures in the lab.
- \*\*\* The Instructor **will** demonstrate the procedure to participants in the lab and participants may or may not be required to practice the procedure in the lab.

## TTQP IN-PLACE DENSITY QUALIFICATION PROCESS FOR MATERIALS TESTING TECHNICIANS

In-Place Density Qualification is designed for those individuals responsible for field testing for In-Place Density on soils, soil aggregate mixtures, aggregate products, and bituminous mixes. Participants include contractor and supplier quality control personnel, consulting engineering and materials testing firm personnel, quality assurance technicians, and public agency personnel.

The Process for Qualifying in In-Place Density:

- Meet the prerequisites. (see below)
- Pass the written and performance examinations.

Course Length: approximately 5 days

Course Size: 12-15 recommended

Prerequisites for being Qualified in In-Place Density:

- The participant must hold a Nuclear Regulatory Commission Approved Certification (NRC) in Radiation Safety due to the operation of devices containing radioactive material.  
**(A copy must be included with registration submittal.)**

Recommendation:

- The participant should exhibit basic mathematics and reading comprehension skills.
- If an applicant holds a current WAQTC Qualification in Asphalt and / or Embankment and Base they may not need this qualification.

## TEST METHODS FOR IN-PLACE DENSITY QUALIFICATION

AASHTO/ WAQTC	PROCEDURE	TRAINING Classroom (C) Laboratory (L)	EXAM Written (W) Performance (P)
T 99	Moisture-Density Relations Using a 2.5 -kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop	C	
T 180	Moisture-Density Relations Using a 4.5 4-kg (10-lb) Rammer and a 457-mm (18-in.) Drop	C	
T 272	Family of Curves - One Point Method	C, L	W, P
T 224	Correction for Coarse Particles in the Soil Compaction Test	C, L	W
T 217	Determination of Moisture in Soils by Means of Calcium Chloride Gas Pressure Moisture Tester	C, L*	W, P**
T 255/265	Total Moisture Content of Aggregate by Drying /Laboratory Determination of Moisture Content of Soils ( <b>This is a combined field operating procedure</b> )	C, L	W, P**
T 85	Specific Gravity and Absorption of Coarse Aggregate	C	
T 89	Determining the Liquid Limit of Soils	C	
T 90	Determining the Plastic Limit and Plasticity Index of Soils	C	
T-310	In-Place Density and Moisture Content of Soil and Soil Aggregate by Nuclear Methods	C, L	W, P
T 209	Maximum Specific Gravity of Bituminous Paving Mixtures	C	
T 166/275	Bulk Specific Gravity of Compacted Bituminous Mixtures Using Saturated Surface-Dry Specimens/Paraffin-Coated Specimens	C	
WAQTC TM 8	In-Place Density of Bituminous Mixes Using the Nuclear Moisture-Density Gauge	C, L	W, P

Note: Course work will also include field use of an Alaska T-12, Washington 606, Idaho T-74, or Western Federal Lands Highway Division HRBB-319 (Humphrys) curve.

\* The Instructor may demonstrate the procedure to the participants in the lab, and participants may or may not be required to practice the procedure in the lab.

\*\* Agencies may choose to conduct a performance examination on either T 217 or T 255/265.

## EXAMINATION ADMINISTRATION

The following criteria are common to the examination for each module.

- Written Examination
  - a. Closed Book
  - b. Five (5) questions minimum per test method including multiple choice, true or false, and calculations. Exams will be either Metric or English depending on agency standards.
  - c. Written exam must be completed within the time limit designated by ITD.
- Performance Examination
  - a. Each participant will demonstrate proficiency in the designated test methods.
  - b. Open procedure, but the Examinee **will not** have access to the performance exam checklist.
  - c. Each procedure must be performed within the time limit set by ITD for that test method.
  - d. The Examinee may be asked to explain various steps to the procedure to reduce the full test time. All test method time limits set by ITD will take into account the reduction of time due to accelerated steps.
  - e. Each test method will have a performance exam checklist with a yes or no checked by the Examiner.
- Passing Score - Written/Performance

Written:

  - a. Initial exam (first attempt): An overall score of 70% with a minimum of 60% on any one test method.
  - b) Re-exam (second attempt): An initial exam overall score below 70% will require a re-exam on all test methods.  
An initial exam score above 70% overall, but below 60% on one or more test methods, will require a re-exam on only those test methods. In the case of one test method comprising the re-exam, the examinee must receive a score of 70%. In the case of more than one test method comprising the re-exam, the examinee must receive an overall score of 70% with a minimum of 60% on any one test method.

Performance:

All performance checklists must have 100% yes blanks checked and each test method must be performed within the designated time limit.
- Re-examination Policy - Written/Performance
  - a. Anyone failing the written examination on the first attempt is required to retake the written examination at the scheduling convenience of ITD, and pass, if Qualification by the TTQP is still desired.

- b. Anyone failing a test method on the performance exam may repeat that trial during the day of the performance exam. Repeat trials will be allowed in not more than 50% of the total test methods in that performance exam. Failure of any one of the prescribed test methods after two trials will constitute failure of the whole performance exam. Anyone failing the performance examination on the first attempt is required to retake the performance examination at the scheduling convenience of ITD, and pass, if Qualification by the TTQP is still desired.
- c. Failure of either examination the second time will require attendance of the course for that Qualification and passing a full examination if Qualification is still desired.

**Additional examination guidance can be found in the Program Management section of the Administrative Manual or the Information, Policies, & Procedures section of the RP&IH Handbook.**

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Page



## “2004” WAQTC TRANSPORTATION TECHNICIAN QUALIFICATION PROGRAM (TTQP) 2004 REGISTRATION FORM

Name:	Employer:
Address:	Employer's Address:
Home Phone #:	Employer's Phone #:
E-mail address:	Business E-mail address:
SSN # or ITD Employee#:	<b>Current Qualification #:</b>

**Check one:**      Original Qualification ☐      Renewal of Qualification ☐

**Which mailing address should we use?** Home ☐ Employer ☐

Desired Qualifications (select only one Qualification area per registration form)					
			<u>COST</u>		<u>COST</u>
<input type="checkbox"/>	Aggregate Testing Technician (AgTT)	Course & Exam	<input type="checkbox"/> \$400.00	Exam Only	<input type="checkbox"/> \$100.00
<input type="checkbox"/>	Asphalt Testing Technician (AsTT)	Course & Exam	<input type="checkbox"/> \$400.00	Exam Only	<input type="checkbox"/> \$100.00
<input type="checkbox"/>	Concrete Testing Technician (CTT)	Course & Exam	<input type="checkbox"/> \$240.00	Exam Only	<input type="checkbox"/> \$100.00
<input type="checkbox"/>	Density Testing Technician (DTT)	Course & Exam	<input type="checkbox"/> \$320.00	Exam Only	<input type="checkbox"/> \$100.00
<input type="checkbox"/>	Embankment & Base Testing Technician (EBTT)	Course & Exam	<input type="checkbox"/> \$400.00	Exam Only	<input type="checkbox"/> \$100.00

Choose a course date and location or an examination (only) date and location	
First Choice	Second Choice
1. <input type="text"/>	1. <input type="text"/>
2. <input type="text"/>	2. <input type="text"/>
3. <input type="text"/>	3. <input type="text"/>
4. <input type="text"/>	4. <input type="text"/>
5. <input type="text"/>	5. <input type="text"/>
6. <input type="text"/>	6. <input type="text"/>
7. <input type="text"/>	7. <input type="text"/>
8. <input type="text"/>	8. <input type="text"/>
9. <input type="text"/>	9. <input type="text"/>
10. <input type="text"/>	10. <input type="text"/>

Date	Location	Date	Location

Technicians seeking Qualification in one of the designated specialties should consult the TTQP Registration, Policies & Information Handbook (RP&IH) for Qualification criteria, prerequisites, other policies and requirements, and general information, or call the number listed below. **Checks should be made to: IDAHO TRANSPORTATION DEPT. include the WAQTC qualification requested. The submittal should be mailed to the Agency address shown below and must be received there at least two (2) weeks before the start of the course or exam.** The technician's full name, Qualification number, and Qualification information will be listed on the WAQTC Web page's Registry of Qualified Technicians upon successful completion of the Qualification requirements.

ITD District 1 600 W. Prairie Coeur d'Alene 83815	ITD District 2 PO Box 837 Lewiston 83501	ITD District 3 PO Box 8028 Boise 83707	<input type="checkbox"/> Passed Qualification <input type="checkbox"/> Failed Qualification  <hr/> <b>WAQTC QUALIFICATION NUMBER</b>  <hr/> Signature, AQC Chair or Designee
ITD District 4 PO Box 2-A Shoshone 83352	ITD District 5 PO Box 4700 Pocatello 83205	ITD District 6 PO Box 97 Rigby 83442	

“2004”

**WAQTC Transportation Technician Qualification Program  
& ITD’s Sampler / Tester Qualification Program**

“2004”

**RIGHTS AND RESPONSIBILITIES AGREEMENT**

This document affirms that \_\_\_\_\_, hereinafter the Technician (Sampler/Tester), desires to be Qualified by the Transportation Technician Qualification Program (TTQP) and ITD’s Sampler / Tester Qualification Program (S/TQP).

Qualification carries inherent rights and responsibilities. These rights include being exclusively sanctioned along with others so qualified by TTQP & S/TQP to perform sampling, testing, and reporting of test results for quality control and quality assurance programs. These responsibilities include performing and reporting tests with the accuracy and precision expected of the Sampler/Tester in accordance with the required test procedures. By signing this document the Sampler/Tester agrees to abide by all of the terms of the WAQTC TTQP & ITD’s S/TQP included in the Registration, Policies, & Information Handbook and as set forth by the Idaho Transportation Department.

Findings of negligence or abuse of these rights and responsibilities will be penalized upon recommendation by ITD’s Agency Qualification Committee (AQC).

*Negligence* is defined as unintentional deviations from approved procedures or the unintentional failure to follow the requirements of the TTQP & S/TQP. The first finding of negligence may result in a letter of reprimand being sent to both the employee and the employer; the second may result in a 30 day suspension of Qualification

*Abuse* is defined as intentional deviations from approved procedures or the intentional failure to follow the requirements of the TTQP & S/TQP. The first finding of abuse will result in a minimum of a 180 day suspension. A subsequent finding of abuse may result in permanent revocation of Qualification.

Revocation or suspension of one Qualification will be considered a revocation or suspension of all Qualifications held by the Sampler/Tester (Technician).

AQC policies for Revocation, Suspension, & Denial of Qualification are located in the Registration, Policies and Information Handbook issued by ITD.

Findings of negligence or abuse by Idaho Transportation Department (ITD) employees will result in the institution of disciplinary proceedings. The disciplinary procedure may result in actions up to, and including, termination, as outlined in the ITD Human Resource Manual Chapter 13.

The Technician should also be aware that both State and Federal laws may govern construction projects, including Title 18, United States Code, Section 1020, that in brief states that anyone making falsifications on Federal-aid projects,

**“Shall be fined not more than \$10,000 or imprisoned not more than five years, or both.”**

I, \_\_\_\_\_, have read, understand, and agree to abide by the rights,  
(print name)  
responsibilities, and penalties associated with receipt of this Qualification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **INFORMATION, POLICIES, & PROCEDURES**

### **QUALIFICATION REGISTRATION**

To be eligible for Qualification each technician must complete a registration form and forward it to the appropriate ITD TTQP address along with a check for any applicable fee, a signed and dated Rights and Responsibilities Agreement, applicable documentation of prerequisites, or other ITD required information. These materials must be received by ITD at least two (2) weeks prior to the beginning of the Qualification course or examination.

### **OUT-OF-STATE APPLICANTS**

The requirements for persons from non-WAQTC member States or Agencies wishing to obtain Qualifications under the TTQP are the same as for those from member States or Agencies. Those holding valid Qualifications from other programs and showing proper documentation, may be extended Qualification by the TTQP if the Qualification is judged to offer equal credentials as the TTQP and is approved by the Executive Committee.

### **FEES FOR QUALIFICATION**

The Idaho Transportation Dept. will assess applicant fees as deemed necessary. The applicant should verify the fees(s), if any, with the ITD prior to registration. A fee schedule is located in the center of the registration form on page #19. Individuals should make checks payable to: "IDAHO TRANSPORTATION DEPT.", include the WAQTC qualification requested. The submittal should be mailed to the ITD along with the registration form and other required documents. The submittal must be received there at least two (2) weeks before the start of the course or exam. All individuals employed by ITD will be exempt from qualification costs.

### **RIGHTS AND RESPONSIBILITIES AGREEMENT**

All Qualifications will be contingent upon the technician signing a Rights and Responsibilities Agreement. This agreement informs the technicians of the rights and responsibilities along with the consequences of the violation of these responsibilities. The technician will submit a signed agreement with their registration for Qualification. A copy of the agreement is included in this Handbook.

### **CANCELLATION POLICY**

Each Qualification location may designate a minimum class size for each course or examination. If the minimum size is not reached, the course or examination may be canceled. Courses or examinations may be canceled for other reasons not specifically stated herein. Every effort will be made to notify the applicants well in advance if a cancellation is necessary. If a course or examination is canceled, the applicant may either request refund of any fee, or ask that he/she be enrolled in the next available course or examination.

## **REFUND POLICY**

1. The registration form, Rights and Responsibilities Agreement, fee, and any other required documentation must be received at least two (2) weeks prior to the start of the course.
2. Cancellation by the candidate within seven (7) days (without the class position being filled) will result in 50% of the fees being refunded. If the class position can be filled, 85% of the fees will be refunded (15% will be retained for administrative costs).
3. Unforeseen emergency during the course or Qualification proceedings will result in no refund of fees but the candidate will be allowed to retake the course or Qualification examinations, whichever is applicable, at a later date with an additional fee of 15% of the course cost.
4. No refund of fees will be made for failure to successfully complete the examination portions of the Qualification proceedings.

## **EXAMINATION**

Technicians seeking a Qualification will be required to pass both written and performance examinations which are designed to demonstrate both a knowledge and understanding of the test procedures. Written exam Administrators and performance exam Examiners will thoroughly explain what the exams will entail and the examination rules prior to the beginning of the exams. Failure of either the written or performance portions of the Qualification will require re-examination and a passing grade in the exam(s) failed, if Qualification is still desired, subject to the criteria described herein.

### **Written Examination**

The written examination will consist of multiple choice, some of which will require calculations, or true/false questions. All questions require detailed knowledge of the test method procedures and basic reading comprehension. The examination is closed book which requires that no technical materials or notes are allowed in the room during the examination. Calculations may be required for some questions; therefore, a battery-powered pocket calculator may be brought to the examination. Calculators may not be shared. The individual must bring No. 2 pencils and erasers and clean scratch paper if desired. All written exams will be administered within a specified time frame. At the end of the designated period all exams and used scratch paper will be collected by the exam Administrator. Exam scores will remain confidential. A participant will successfully pass the written examination by meeting the following criteria:

- a. A minimum score of 70% on the entire written exam for that Qualification.
- b. A minimum score of 60% on each segment (test method) of the written examination.

## **Performance Examination**

The performance examination may be performed with the procedure open for reference; however, referral to the exam check list, or any notes or other material reflecting the content of the check list, will not be permitted during the exam. Each procedure will be completed within the time limit designated by ITD for that method. The participant is required to successfully perform all steps of the designated test procedures for the particular Qualification area, with the exception that the examinee may be asked to explain various steps to a procedure in order to reduce the total test time. All test method time limits set by ITD will take into account the reduction of time due to accelerated steps. An individual may be required to verbally describe the procedures for sampling of a material, such as Sampling Freshly Mixed Concrete, if performance of the method is not practical or feasible. Judgement will be based on the ability to correctly perform all required procedures for each of the methods based on criteria shown on the performance examination check lists (which are included in each Qualification subject area Participant Workbook at the end of each section). Omission of one or more of the prescribed procedures will constitute failure of that test method. The inability to complete the test method within the designated time limit will constitute failure of the method. The examinee may perform one repeat trial of a failed method, at the Examiner's convenience, on the day of the exam; however, repeat trials will be allowed in not more than 50% of the total test methods in that performance exam<sup>2</sup>. Failure of any one of the prescribed test methods after two trials will constitute failure of the performance examination portion of the Qualification process. Scoring of the exam will be on a pass/fail basis.

The performance examination will occur in the direct presence of the Examiner. All steps of the method must be performed, except that certain steps may be accelerated when properly explained to the Examiner. The Examiner may not respond to questions or assist in the performance of the method. Immediately after completion of the method, the Examiner will tell the individual if he/she has passed or failed that trial. If a failure has occurred, the Examiner will denote which part of the method was performed or described incorrectly. The Examiner will not stop a trial when an error has occurred, nor will he/she in any way signify approval or disapproval. Any disputes will be referred immediately to and reconciled by the course or exam Administrator.

## **Re-examination**

Re-examination for both the written and performance exams will be conducted according to the same criteria as the original examinations. The one exception is on the written examination, see pages 16 and 17 for detailed information. A participant may be eligible for re-examination subject to other restrictions outlined elsewhere in this manual. The applicant may either make individual arrangements with ITD for re-examination or apply to take a scheduled exam, depending upon ITD preference or policy. In no case will a written re-examination be given before 24 hours has elapsed. Failure of either exam a second time will require attendance of the course for that Qualification and passing full examination if Qualification is still desired by the participant.

## **PARTICIPANT NOTIFICATION**

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<sup>2</sup> The examinee may request that a different Examiner administer a repeat trial of a failed test method.

Every effort will be made to notify, in writing, each participant in the Qualification requirements, whether successful or unsuccessful, of the status of their results by the Agency conducting the Qualification proceedings within a reasonable amount of time. Should the participant not receive notification within two (2) weeks, he/she should check the web page at:

[www2.state.id.us/itd/materials/techqual/techqual.asp](http://www2.state.id.us/itd/materials/techqual/techqual.asp). If he/she does not find their qualification listed on the web page contact the Idaho Transportation Department. If the participant is unsuccessful in completing the Qualification requirements, the appropriate instructions will be included, if applicable.

## QUALIFIED TECHNICIAN REGISTRY

The Agency conducting the Qualification exams will log each participant that has successfully completed the Qualification requirements on the **Qualified Technician Registry** for that Agency which is linked to the WAQTC Web site. The information to be logged in the appropriate field is:

- A unique Qualification number assigned from the following Agency allotments

Alaska	00,001 - 19,999	Montana	120,000 - 139,999
Idaho	20,000 - 39,999	Nevada	140,000 - 159,999
Oregon	40,000 - 59,999	Utah	160,000 - 179,999
Washington	60,000 - 79,999	Colorado	180,000 - 199,999
Arizona	80,000 - 99,999	Hawaii	200,000 - 219,000
	100,000 - 119,999	New Mexico	220,000 - 239,000

**Note:** The number assigned with the first Qualification will remain with that employee no matter if additional Qualifications may be attained through other WAQTC Agencies. Should a technician obtain a Qualification in a state other than the one designated by the assigned Qualification number, the Agency issuing the additional Qualification will notify the Agency where the Qualification number originated so that the Qualification may be properly registered. The participating technician should verify with the Agency that any such Qualifications are properly logged.

- The successful participant's full name
- The area in which the Qualification is received designated by:
 

Aggregate	AgTT
Asphalt	AsTT
Concrete	CTT
In-Place Density	DTT
Embankment & Base	EBTT
- The month and year of the Qualification expiration - (the last day of the month in which the initial exam portion of the Qualification was successfully completed, in the third (3) year after that initial exam)

## **COURSE EVALUATIONS**

Course evaluations will be obtained for each Qualification course administered by member Agencies. It is extremely important that each participant provide thoughtful comment and constructive suggestions to assist us in our continuing efforts to improve our course content and presentations. An evaluation form is included in the Participant Workbook for each course.

## **REGISTRATION, POLICIES, & INFORMATION HANDBOOK**

As changes to the program occur, or other Registration, Policies, and Information handbook updates are required, the new information will be posted on the WAQTC Web site. The information may also be obtained by calling the TTQP or LQP representative in the appropriate Agency. Even though every effort will be made to make current information available to everyone, it is the responsibility of the Qualification holder, or prospective applicant, to keep current on new issues and to provide the appropriate representative with address and employer changes.

## **WAQTC WEB SITE @ [WWW.WAQTC.ORG](http://WWW.WAQTC.ORG)**

The WAQTC Web site is intended to provide useful information to member Agencies, other Agencies, the general public about the TTQP, the LQP, and other programs of the WAQTC. Suggestions for improvement to the Web site, or other facets of the program, may be provided to a member of the WAQTC or by the home page E-mail link.

## **QUALIFICATION RENEWAL POLICY**

Qualification renewal is required to be completed by the last day of the month in which the initial exam portion of the Qualification was successfully completed, in the third (3) year after that initial exam. The technician is responsible for making arrangements for obtaining his/her applicable Qualification renewal and must do so before the expiration date of the Qualification. The procedures for Qualification renewal are the same as for the initial Qualification. Interim or Qualification refresher courses may be offered; however, it is also the responsibility of the technician to stay abreast of changes to procedures and test methods.

Renewal of Qualification may be obtained in the following manner:

A technician may obtain renewal of Qualification by passing the written and performance exam, as applicable, required for that particular Qualification. *Re-examination policies*, for those failing to pass a Qualification renewal on the first attempt, will be the same as for the original Qualifications.

The technician is responsible for scheduling his/her own examination and/or course. Contact the nearest District office of the Idaho Transportation Department to determine when the next opportunity for qualification renewal for a specific qualification will be offered.

## REVOCATION, SUSPENSION, OR DENIAL OF QUALIFICATION

The Idaho Transportation Department's (ITD's) Sampler / Tester Qualification Program (S/TQP) is intended to assure qualified personnel are performing all materials testing on ITD construction projects. Overall guidelines for qualification and disqualification have been adopted from the WAQTC Administrative manual which includes the Transportation Technician Qualification Program (TTQP).

Qualifications awarded by ITD may be revoked at any time by the Agency Qualification Committee (AQC) for just cause. The process for revocation, suspension or denial will normally start with a written submittal to the AQC Chairman. Such a request should contain information regarding who was involved, when the incident happened (date), what was observed, and the name, address, and telephone number of the individual making the report. The AQC may also start an investigation based on information received in other manners.

Upon receipt of the request for investigation or other information by the AQC chairman the reporting individual(s) will be contacted. The chairman will give the individual(s) an opportunity to submit additional written documentation regarding the incident if they choose. The chairman will determine if the individual(s) is/are willing to answer questions regarding the incident that the committee may have.

Within 100 days of receipt of the request for investigation or other information, the AQC will review it for merit. If the information is found to have merit, the AQC will perform an investigation and an investigator may be assigned. A letter from the AQC detailing the incident will be sent to the person(s) whose conduct is in question (Respondent). The Respondent will be given an opportunity to respond in writing within 15 working days. The AQC will review the Respondent's response and may conduct additional interviews. At any point in the process if the AQC determines that insufficient evidence exists to continue the investigation, the matter will be dismissed.

Upon receipt of all information and responses as outlined above, the AQC will make a determination as to whether the violation falls under the definition of either Negligence or Abuse.

*Negligence* is defined as unintentional deviations from approved procedures or the unintentional failure to follow the requirements of the WAQTC Transportation Technician Qualification Program (TTQP) & ITD's S/TQP.

*Abuse* is defined as intentional deviations from approved procedures or the intentional failure to follow the requirements of the WAQTC Transportation Technician Qualification Program (TTQP) & ITD's S/TQP.

Once a determination has been reached on the category of the violation the appropriate process outlined below will be followed.



### **General Procedures Applicable to Both Categories of Violations:**

Revocation or suspension in one Qualification area will be considered revocation or suspension in all Qualification areas held by the sampler / tester. Such revocations or suspensions will be in effect in all member Agencies of the WAQTC.

Notice of any revocation, suspension, or denial will be sent to the Respondent in writing. The notice will also contain an explanation of Respondent's right to appeal the decision, the procedure for an appeal, and the time frames within which the appeal must be filed.

A revocation or suspension is effective upon mailing of the notice to the sampler / tester (Respondent) and is effective unless modified, or vacated following an appeal.

Findings of negligence or abuse by Idaho Transportation Department (ITD) employees will result in the institution of disciplinary proceedings. The disciplinary procedure may result in actions up to, and including, termination, as outlined in the ITD Human Resource Manual Chapter 13.

### **Process for Neglect:**

Neglect is less severe than abuse and should be resolved in a positive fashion so that learning and increased knowledge can happen. The complaint process for neglect is intended primarily to allow a means of tracking the types of problems & issues being encountered. Also, it will track sampler / testers who have repeated incidents of neglect.

A single incident of neglect may be resolved through intervention by the District Independent Assurance Inspector (IAI). The IAI will supply clarification to the sampler / tester on proper sampling and testing techniques per the Quality Assurance Manual. A copy of the "District Independent Assurance Inspectors Report Field Evaluation" (ITD 857) will be sent to the AQC. The AQC will maintain a file containing those incidents. If only one report is received in a one year period and the incident is of a minor nature, no further action may be taken. However, if it is determined that the negligence is significant the requirements under "second incident" will be followed.

If a second incident or a first incident of significant nature is reported within a period of one year for a specific sampler / tester, the AQC will issue a letter requiring a corrective action plan be developed by the sampler / tester and their employer to help avoid further incidents. The AQC will send out a notice to all the District IAI's of the issue. This notification is intended to help make the IAI's aware of particular problems being encountered.

If a third incident of neglect is reported within a two year period of time, the specific sampler / tester and their employer will receive notice of a minimum thirty (30) day suspension of qualification. The sampler / tester and their employer will be responsible for providing a plan to correct the deficiencies and assure no further incidents will occur.

After any suspension is satisfied, if another incident is reported (within one year from the last

incident) and verified, the sampler/ tester's qualification will be suspended for a minimum of 180 days. The AQC may also require the technician to attend additional training and retake the particular qualification exam before reinstatement.

Any further incidents of neglect could result in permanent revocation of qualification.

In cases of repeated incidents of neglect, the AQC may at any point in the process make a determination that the repeated instances no longer qualify as neglect, but because of the repeated nature of an offense, may become an instance of abuse. If this occurs, the issue would be dealt with through the process for abuse.

### **Process for Abuse:**

The AQC will determine the merits of the complaint and also the severity level of the abuse. Abuse will be identified as one of two different levels of severity.

The first level of abuse is identified as the least severe. This level would typically be identified as intentional deviations from approved procedures with no evidence of intent to misrepresent the quality of material being incorporated in the project. This level of abuse could result in up to a 180 day suspension. The exact duration of the suspension will be set by the AQC depending on the circumstances encountered. A second incident of this level of abuse within a three (3) year period would result in a minimum one (1) year suspension.

The second level of abuse is much more severe and is identified by intentional deviations from approved procedures with the intent to misrepresent the quality of material being tested. This level of abuse will be dealt with by a minimum of one (1) year suspension and up to permanent suspension of qualification. A second instance of this level of abuse will result in permanent revocation of all sampler / tester (WAQTC) qualifications.

### **Process of Appeal**

After receiving notification of denial, suspension or revocation the respondent will be given an opportunity to appeal in writing within 15 working days of the date of the decision letter. Such an appeal must state the factual basis for the appeal and the reasons the appellant believes the decision was in error. Written appeals shall be directed to the Idaho Transportation Department, Division of Highways, Assistant Chief Engineer of Operations (ACEO).

A copy of the notice of appeal will be delivered to the AQC Chairman upon receipt. Within 15 days of the receipt of the notice of appeal, the AQC Chairman or his designee will file a reply to the appeal, to the ACEO.

A decision will be sent within 45 days of the receipt of the notice of appeal. The decision of the Assistant Chief Engineer of Operations will be final.

## **LABORATORY QUALIFICATION PROGRAM**

### **POLICY**

The Code of Federal Regulations Title 23, Section 637 states that “after June 29, 2000 all contractor, vendor, and State Highway Agency testing used in the acceptance decision shall be performed by qualified laboratories”. The regulation includes laboratories that perform independent assurance sampling and testing, as well as dispute resolution sampling and testing. The Idaho Transportation Department, with approval from FHWA, is responsible for verifying that laboratory operations are performed in accordance with Federal and State regulations for the testing of materials incorporated into highway construction projects.

For a copy of Idaho Transportation Department’s Laboratory Qualification Program contact the Independent Assurance Coordinator at Idaho Transportation Department Headquarters Materials Laboratory (208) 334-8440.

### **QUALIFIED TESTING LABORATORY REGISTRY**

Any Agency that Qualifies testing laboratories, either transportable or fixed, under the WAQTC Laboratory Qualification Program, for periods longer than a one project duration, may enter the appropriate laboratory and Qualification information in the Qualified Testing Laboratory Registry on the WAQTC Web page.